



Applying for a Job with the City of Mesa

Using the Online Application System 7/27/09

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City of Mesa Online Application System

The City of Mesa uses an online application system so applicants can apply online for open positions at any time that is convenient for them. There is no need for printing, copying or mailing your application. Applying online saves on postage and we are all saving paper.

As a job seeker, once you have registered with the City of Mesa online application system, you can apply for one or multiple jobs online and set up a search to email you when new jobs are added to the system. Job seekers can also track the positions they have applied for and online applications can be screened and evaluated more quickly by the City of Mesa.

The City of Mesa online application system allows applicants to save and return to finish the application. When applying for multiple positions at one time, the online application system will combine supplemental questions so the job seeker only has to respond to the same question one time.

The City of Mesa hopes you find the online application system friendly to use. We offer these instructions and other help features to assist applicants in completing their online application.

Have Questions or Need Assistance?

If you have questions about the City of Mesa, any open positions, or the application process, please feel free to call us at (480) 644-2750 any time between 7am and 6pm Monday through Thursday. You can also contact us via email at jobs.info@mesaa.gov.

Browsing For Jobs on the City of Mesa Careers Web Site

Anyone can visit <https://jobs.mesaaz.gov> and browse the selection of open positions with the City of Mesa. If you find a job that you would like to apply for or perhaps save to look at later, you will need to register with the City of Mesa. If you have registered with the City of Mesa in the past, you do not need to sign up again – [simply log in](#).

Register with the City of Mesa Careers Web Site

Any person that wishes to apply for a job with the City of Mesa will need to register on the Careers web page. To create a User Name and Password:

1. Click the **click here to Register** link or the **Register Now** link on the Careers web page.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search	Login
Keywords: <input type="text"/>	User Name: <input type="text"/>
Posted: <input type="text" value="Last Month"/>	Password: <input type="text"/>
<input type="button" value="Search"/> Search Tips	<input type="button" value="Login"/> Login Help Register Now

Latest Job Postings (click on any column heading to sort jobs)

Select	Date	Job Title	Job ID	Location
--------	------	-----------	--------	----------

2. Type a user name in the box to the right of ***User Name**. The City of Mesa recommends that your User Name be at least **six (6) characters** in length and combine elements of your first and last name.
3. Type a password in the box to the right of ***Password**. The City of Mesa recommends that your Password be at least **eight (8) characters**, combining alpha and numeric, upper and lower case.

NOTE: It is your responsibility to create a strong password and to safeguard its confidentiality. At no time should the user grant access to his/her account by providing someone else the password.


4. Type the password selected in step 3 above in the box to the right of ***Confirm Password**.
5. Click the **Register** button to complete the registration process.

Enter Registration Information

*User Name	<input type="text" value="erins"/>
*Password	<input type="password" value="....."/>
*Confirm Password	<input type="password" value="....."/>

[Return to Previous Page](#)

NOTE: If the User Name you selected already exists in the City of Mesa Careers system, you will be alerted and required to select a different User Name before the registration process can be completed.

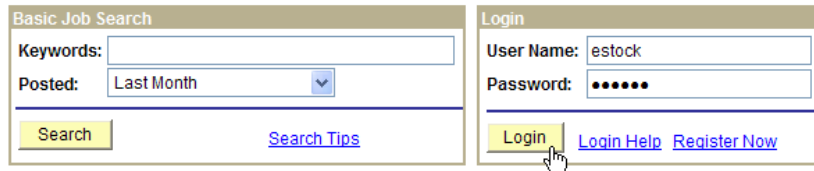
 **User Name already exists**

Logging in to the Careers Web Site

People who have previously registered on the City of Mesa Careers web site will log in by:

1. Typing in your user name (email address) in the box to the right of **User Name:** in the **Login** section.
2. Type your password in the box to the right of **Password:**.
3. Click the **Login** button.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

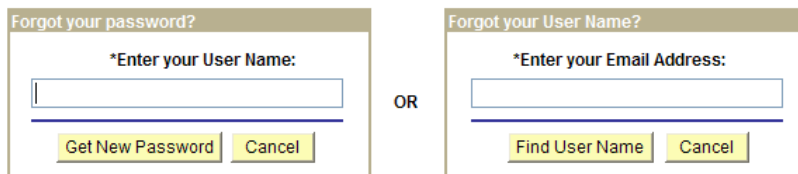


Getting Login Help

If you have forgotten your user name or password, click the **Login Help** link the **Login** section and complete either the **Forgot your password?** form or the **Forgot your User Name?** form as necessary.

Login Help

Choose One of These Options

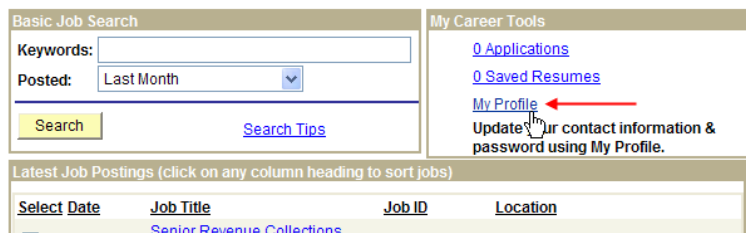


Changing Your Password

If you need to change the password to your Careers account at any time:

1. Log in to the Careers web site.
2. Click the **My Profile** link in the **My Career Tools** section.

[Careers Home](#)
[Welcome](#)



- Click the **Change Password** link in the **Member Information** section.



Member Information

User Name: estock

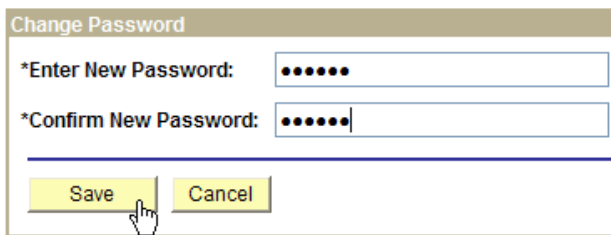
Password: [Change Password](#)

- Type the new password in the box to the right of ***Enter New Password:**.
- Type the password selected in step 4 above in the box to the right of ***Confirm New Password:**.
- Click the **Save** button to complete the change.

[My Profile](#)

Change Password

Choose your new password. Click Save when you're done.



Change Password

*Enter New Password:

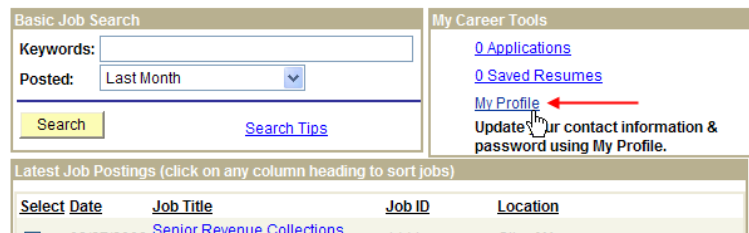
*Confirm New Password:

Completing Your Profile

Once you have registered on the City of Mesa Careers web site, you will need to complete your candidate profile. Your profile provides contact information that will be necessary to complete the application process. To complete your profile:

- Click the **My Profile** link in the **My Career Tools** section.

[Careers Home](#)
[Welcome](#)



Basic Job Search

Keywords:

Posted: Last Month

[Search Tips](#)

My Career Tools

[0 Applications](#)

[0 Saved Resumes](#)

[My Profile](#) ←

Update your contact information & password using My Profile.

Latest Job Postings (click on any column heading to sort jobs)

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/27/2008	Senior Revenue Collections	4444	City of Mesa

- Complete the fields in the **Name, Address, Email, and Phone Numbers** sections. Required fields must be completed in order to save changes. Required fields include **First Name, Last Name, Primary Email Type, Primary Phone Type, and Phone Number**. If you don't have an **Email Address**, select **None** from the pick list.

NOTE: The email address you provide will be used to contact you regarding your application. If the status of your application changes, you will be notified via email. If you do not provide an **Email Address**, the City of Mesa will notify you by US Mail. Please click [Adding Additional Email](#)

[Address and Phone Numbers](#) for more information on additional contact options.

3. Click the **Save** button to update your profile information.

My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save [Return to Previous Page](#)

Member Information
User Name: estock
Password: [Change Password](#)

Name
Name Format: English
Name Prefix:
*First Name: Erin
Middle Name:
*Last Name: Stock
If you have a suffix to your name enter it as part of your last name (i.e. Smith, Jr.).

Address
Country: United States
Address 1: 200 S Center Street
City: Mesa State: Arizona
Postal: 85211
County: Maricopa

Adding Additional Email Addresses and Phone Numbers

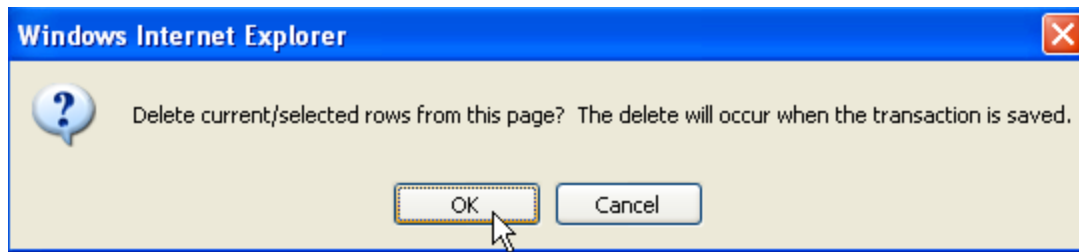
If you would like to include multiple email addresses or phone numbers simply click the **Add Another Email Address** or the **Add Another Phone Number** link and complete the **Alternate Phone Type** or **Alternate Email Type** information as necessary.

Email
*Primary Email Type: Business
Email Address: estock@email.com [Remove](#)
If you supply an email here, City of Mesa will use it to communicate with you about the status of your application(s).
[+ Add Another Email Address](#)

Phone Numbers
*Primary Phone Type: Business
Phone Number: 4806442362 Extension: [Remove](#)
[+ Add Another Phone Number](#)

Save [Return to Previous Page](#)

Also, if at any time you need to delete a contact phone number or email address, click the **Remove** link located to the right side of the field. Click the **OK** button when asked if you would like to **Delete current/selected rows from this page?**.



Remember to click the **Save** button when you have finished making changes.

Finding the Right Job

At any one time, the City of Mesa may have many open positions. Applicants will see the complete list of all open positions with the City of Mesa on the Careers Home page. If you would like to narrow your results, you can [search the Job Postings](#).

To review information about a particular position, click the link under the **Job Title** section. It is important that you carefully review each job description, paying special attention to the **Minimum Qualification(s) Required** criteria in the **About The Qualifications** section.

Latest Job Postings (click on any column heading to sort jobs)

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/27/2009	Senior Revenue Collections Officer	1441	City of Mesa
<input type="checkbox"/>	03/20/2009	Intelligent Transportation System Technician I	1437	City of Mesa
<input type="checkbox"/>	03/20/2009	Assistant Controller	1439	City of Mesa
<input type="checkbox"/>	03/13/2009	Public Safety Dispatcher - Lateral - Part-time	1436	City of Mesa
<input type="checkbox"/>	03/06/2009	Communications Systems Coordinator	1431	City of Mesa
<input type="checkbox"/>	03/06/2009	IT Engineer II (V Networking)	1419	City of Mesa

Once you have thoroughly reviewed the job description and qualifications, you have four (4) options:

Job Description

Department: Communications
Job Title: Communications Systems Coordinator
Job ID: 1431
Full/Part Time: Full-Time
Salary Range: (48) \$52,458.00 to \$ Annually
Open: Friday, March 6, 2009 through

[Email to Friend](#)
[Save Job](#)
[Apply Now](#)

[Return to Previous Page](#)

ABOUT US 1
 City of Mesa Mission

1. Click the **Email to Friend** button to send an email with a link to the job to someone who might be interested in the position.

Send Email

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. When you are finished, click the Send button.

Send

[Return to Previous Page](#)

*To:

*Your Name:

Subject:

Interesting job at City of Mesa

Message:

found this job and thought you might find it interesting.

Communications Systems Coordinator
City of Mesa
City of Mesa

You can view and apply for this job at:
https://mesajobs.insidemesa/psp/MESAJOBS/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=1431&SiteId=1&PostingSeq=1

Thank you.

2. Click the **Save Job** button to put this job in your **My Saved Jobs** folder. This is a great option if you are interested in the position, but not yet ready to complete the application process.

My Saved Jobs

☒ You have successfully saved your new jobs.

Saved Jobs			
<u>Job Title</u>	<u>Job ID</u>	<u>Location</u>	<u>Status</u>
<input type="checkbox"/> Communications Systems Coordinator	1431	City of Mesa	010-Open

[Deselect All](#)

[Apply Now](#)

[Delete](#)

[Return to Previous Page](#)

[Find Jobs](#)

Review the section on [applying for jobs saved in the My Saved Jobs folder](#) to learn how to access and apply for jobs you opted to save.

3. Click the **Apply Now** button to begin the application process immediately. For more information on the application process, please [review the Applying for a Job section](#).

Apply for Job

On-Line Application

Welcome and thank-you for considering the City of Mesa in your employment search. To ensure your application gets the consideration it deserves, please read the following tips:

Carefully review the Job Announcement to guide you in describing your experience and to be sure that you meet the requirements of the position.

Fill out application completely.

- Status updates are sent via e-mail, please verify you have submitted the correct e-mail address. - Your experience and the way you describe it on this application as it relates to the position you apply for is important. - Be prepared to provide documentation (by mail or in person, of education, licenses, certificates, training and veteran's eligibility as instructed on the job announcement when you submit your application.)

CRIMINAL CONVICTIONS AND/OR TRAFFIC VIOLATION CONVICTIONS

Failure to list any criminal convictions since your 18th birthday and/or traffic violation

4. Click the **Return to Previous Page** link to go back to the complete list of open positions. If you decide that the job you selected is not for you, click this link. **DO NOT** use the Back button in your web browser.

Job Description

Department: Communications
Job Title: Communications Systems Coordinator
Job ID: 1431
Full/Part Time: Full-Time
Salary Range: (48) \$52,458.00 to \$ Annually
Open: Friday, March 6, 2009 through

[Email to Friend](#)[Save Job](#)[Apply Now](#)[Return to Previous Page](#)

ABOUT US

Applying for a Job

Once you have found a job that you are interested in applying for, the next step is to begin the application process. As you work through the online application, remember to press the **Save** button regularly to save your progress. Saved applications can be accessed through My Career Tools.

1. Click the **Apply Now** button located near the top of the job description.

Job Description

Department: Communications
Job Title: Communications Systems Coordinator
Job ID: 1431
Full/Part Time: Full-Time
Salary Range: (48) \$52,458.00 to \$ Annually
Open: Friday, March 6, 2009 through

Email to Friend

Save Job

Apply Now

[Return to f](#)

ABOUT US

City of Mesa Mission

2. Thoroughly review the **On-Line Application** information page and click the **Continue** button near the bottom of the screen to begin the application.

Apply for Job

On-Line Application

Welcome and thank-you for considering the City of Mesa in your employment search. To ensure your application gets the consideration it deserves, please read the following tips:

Carefully review the Job Announcement to guide you in describing your experience and to be sure that you meet the requirements of the position.

Fill out application completely.

- Status updates are sent via e-mail, please verify you have submitted the correct e-mail address. - Your experience and the way you describe it on this application as it relates to the position you apply for is important. - Be prepared to provide documentation (by mail or in person, of education, licenses, certificates, training and veteran's eligibility as instructed on the job announcement when you submit your application.)

CRIMINAL CONVICTIONS AND/OR TRAFFIC VIOLATION CONVICTIONS

Failure to list any criminal convictions since your 18th birthday and/or traffic violation convictions within the last 5 years may result in disqualification or dismissal from employment.

Where driving is a job requirement of the position as indicated on the job description and/or job announcement, the City of Mesa will not consider you for employment if you have any existing Ignition Interlock Device (IID) requirement through the Motor Vehicle Division.

Using the on-line application: -Use the Magnifying Glass button to search for available selections. - Each field that has a magnifying glass button attached to it has a list of selections from which you must choose. Clicking the magnifying glass button opens a search/lookup page for the field. - Use the search/lookup options and click the Lookup button to find the list of selections that match your search. - Click the link that represents the selection you want to return to the original page.

If you need assistance please call (480) 644-2758 between 7:00 AM and 6:00 PM Monday - Thursday or e-mail us at jobs.info@mesaaz.gov.

Continue

[Return to Previous Page](#)

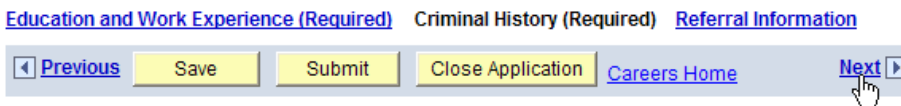
3. Click the radio button to the left of one of the options on the **Choose Resume** screen. **Resume Options** include:
 - a. Copy and paste resume text
 - b. Upload a new resume
 - c. Apply without using a resume
 - d. Use an existing resume

To learn more about these resume options, including how to use them, please refer to the [Choosing a Resume Option](#) section.

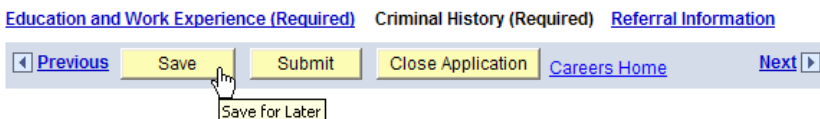
4. Click the **Continue** button once you have made your resume selection and Copy/Paste, Upload, or selecting an existing resume as necessary.
5. Complete the **Education and Work Experience** section of the application. This is a required section that all applicants must complete. Items here include listing previous [Work Experience](#), [School Education History](#), [College Education History](#), [Licenses and Certificates](#) you may hold, additional [Languages](#) you may speak, [Memberships](#) to any organizations, as well as answering questions in the [Application Questionnaire](#) section.
6. Click the **Save** button at the bottom of the Education and Work Experience section to save your progress.



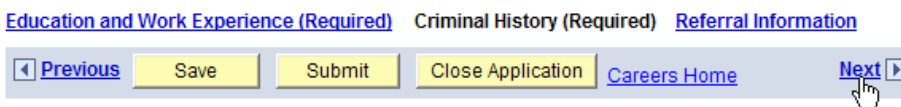
7. Click the **Next** link to move the **Criminal History** section of the application.



8. Complete the **Criminal/Traffic Conviction Details** section. This is a required section where applicants are asked to disclose any criminal convictions since the day they turned 18, as well as any traffic violation in the last 5 years. If the applicant has no criminal convictions or traffic violations to report, the applicant should type the word *None* in the text field.
9. Click the **Save** button at the bottom of the **Criminal History** section to save your progress.



10. Click the **Next** link to move to the **Referral Information** section of the application.



NOTE: If at any time you would like to return to the previous section in the application, click the **Previous** link located near the bottom left side of the screen. **DO NOT** use the Back button on your web browser or you may lose information you have already entered.

11. Complete the [Referral Information](#) section of the application.

12. Click the **Save** button at the bottom of the **Referral Information** section to save your progress.
13. Use the **Previous** and **Next** links located at the near the bottom of the application to thoroughly review your application. Verify that you have completed all necessary information and make sure you have not omitted anything important.

NOTE: Not all fields in the Online Application System are marked as required, but this does not mean they do not supply information that could be vital to the application process. Fill out as many of the fields in the Online Application as you can. You will **NOT** be alerted if you have left any of the optional fields blank – **please make sure to review your application carefully before proceeding to step 14.**

14. Click the **Submit** button at the bottom of the application screen to submit your information for review.

Self Identification Details and Terms and Agreements

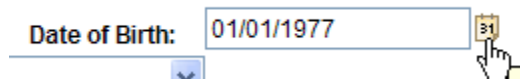
The last thing each applicant is asked to do prior to submitting an application for a job is to complete the Self Identification Details and review and agree to the Terms and Agreements.

Completing the Self Identification Details Section

Once you have click the **Submit** button you will be asked to complete some information related to gender, age, and ethnicity. This information is kept separate from your application and is not used during the application process. If you do not wish to provide the information, click the box to the left of **I decline to provide my self identification details** to select it. To provide the City of Mesa with the requested information:

1. Click the drop down menu to the right of ***Gender:** and select **Female, Male, or Unknown.**
2. Enter your birthday into the box to the right of **Date of Birth:**.

NOTE: **Date of Birth** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date of Birth field and use the [Date Picking feature](#).

A screenshot of the 'Date of Birth' field in an online application system. The label 'Date of Birth:' is followed by a text input box containing '01/01/1977'. To the right of the input box is a small calendar icon. Below the input box is a small blue dropdown arrow icon.

3. Click the drop down menu to the right of **Ethnic Group:** and select the option that best describes you.

Self Identification Details

The City of Mesa is an equal employment opportunity employer. Please help us by completing the following information. This information is not mandatory, but your cooperation is appreciated. Self Identification information will be kept separately from your application and will not be used to discriminate in any way in the employment process.

If you are not interested in providing this information click the following checkbox.

☐ I decline to provide my self identification details.

Ethnic Group Find First 1 of 1 Last

*Gender: Unknown Date of Birth: 01/01/77

Ethnic Group:

[Add Ethnic Group](#)

White: All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black: All person having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rico, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

Terms and Agreements

Each applicant needs to review the information in the Terms and Agreements section. Once you have read this section:

1. Click the radio button to the left of **Yes, I acknowledge** to select it.
2. Click the **Submit** button near the lower left side of the screen to submit your completed application for review.

Personnel Office advised of any change of materials attached become the property of

Acknowledge that you have completed the & Criminal History sections of the on-line a

☒ Yes, I acknowledge ☐ No, I do not

Submit **Cancel** [Return to](#)

The successful submission of your application will be confirmed with the following screen:

My Applications

☒ You have successfully submitted your job application.

My Applications

Accessing Jobs Saved in My Saved Jobs

In the process of reviewing open positions with the City of Mesa, applicants have the ability to save the job to their My Saved Jobs folder. To access jobs saved in the My Saved Jobs folder:

1. [Log into the City of Mesa Careers web site.](#)
2. Click the **My Saved Jobs** link near the top of the screen.

- The list of jobs you saved will appear.

Saved Jobs			
Job Title	Job ID	Location	Status
<input type="checkbox"/> Intelligent Transportation System Technician I	1437	City of Mesa	010-Open
<input type="checkbox"/> Communications Systems Coordinator	1431	City of Mesa	010-Open
Deselect All Apply Now Delete			

[Return to Previous Page](#) [Find Jobs](#)

- Click the title of job to review the job description for any position saved in your My Saved Jobs folder.

Applying for a Job Saved in the My Saved Jobs Folder

Applicants can apply for any or all of the jobs saved in My Saved Jobs folder. After reviewing the **Minimum Qualification(s) Required** criteria in the **About The Qualifications** section for each position to determine that you meet the eligibility requirements:

- Click the box to the left of the Job Title for the position you wish to apply for to select it.

Saved Jobs			
Job Title	Job ID	Location	Status
<input checked="" type="checkbox"/> Intelligent Transportation System Technician I	1437	City of Mesa	010-Open
<input checked="" type="checkbox"/> Communications Systems Coordinator	1431	City of Mesa	010-Open
Deselect All Apply Now Delete			

NOTE: Applicants can select multiple jobs to apply for. This practice can be beneficial in those situations where the supplemental questions in the [Application Questionnaire](#) are duplicated for both positions. Applicants will only have to answer these questions once – instead of multiple times.

- Click the **Apply Now** button.
- Complete the [Online Application starting with step 2](#).

Choosing a Resume Option

The City of Mesa's online application systems allows users up to 4 resume options when applying for a position. You can choose to:

- [Copy and paste resume text](#)
- [Upload a new resume](#)
- [Apply without using a resume](#)
- [Use an existing resume](#)

Copy and Paste Resume Text

The option allows users to copy the text from an existing resume. To copy and paste resume text into your application:

1. Select the radio button to the left of **Copy and paste resume text**.
2. Click the **Continue** button.

[Apply Now](#)

Choose Resume

Resume Options

How would you like to proceed?

☒ Copy and paste resume text

☐ Upload a new resume

☐ Apply without using a resume

[Continue](#) [Return to Previous Page](#)

3. Type a name for your Resume in the box to the right of **Title:** in the **Attach Resume** form.
4. Type or paste the text from an existing resume into the box to the right of **Resume:**.
5. Click the **Continue** button when you have finished.

[Apply Now](#)

Enter Resume Text

Attach Resume

Title: Resume 1

Language: English

Resume:

CAREER OBJECTIVE

To obtain a challenging technology management or training position in a small to mid-sized organization.

EDUCATION

University of Wyoming Laramie, Wyoming
Master of Science, Instructional Technology May 2006
Cumulative GPA 4.0

DeVry Institute of Technology Phoenix, Arizona
Bachelor of Science, Computer Information Systems June 2001
Cumulative GPA 3.57, Cum Laude

LANGUAGES/SOFTWARE

MS-Dos	Novell Netware	MS-Publisher	SQL
MS-Windows 3.1	Word	MS-FrontPage	COBOL III
MS-Windows 95	Excel	Dream Weaver	DB2
MS-Windows 98	Access	MS-Visual Studio	ASP

[Continue](#) [Close](#) [Return to Previous Page](#)

NOTE: If you would like to perform a spell check on the text entered in the box to the right of **Resume:**, click the **Spell Check Resume** button located near the upper right corner of the **Resume:** section. Review [Using the Spell Check Feature](#) for more information.

[Apply Now](#)

Enter Resume Text

Attach Resume

Title: Resume 1

Language: English

Resume:

CAREER OBJECTIVE

To obtain a challenging technology management or training position in a small to mid-sized organization.

[Spell Check Resume](#)

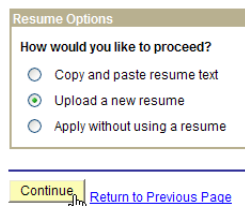
Upload a New Resume

The option allows users to upload a resume to the application system from an outside source. To upload a resume into the application system:

1. Select the radio button to the left of **Upload a new resume**.
2. Click the **Continue** button.

[Apply Now](#)

Choose Resume



Resume Options

How would you like to proceed?

☐ Copy and paste resume text

☒ Upload a new resume

☐ Apply without using a resume

[Continue](#) [Return to Previous Page](#)

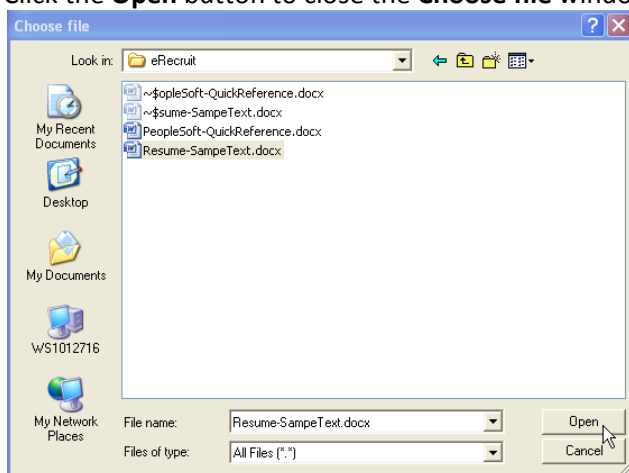
3. Click the **Browse...** button to locate the resume.



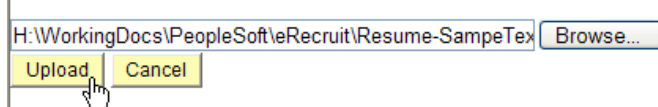
Upload Cancel

NOTE: The application can accept Word (.doc or docx), Rich Text Format (.rtf), Text (.txt), or PDF (.pdf). If you upload a Word document and wish to view it online, you may need to hold your Ctrl key down before clicking on the link, depending on your web browser and security settings.

4. Click the file to select it.
5. Click the **Open** button to close the **Choose file** window.



6. Click the **Upload** button to upload the resume to the Online Application system.



H:\WorkingDocs\PeopleSoft\Recruit\Resume-SampeTex

Upload Cancel

- Click the **Continue** button to move on to the next part of the application process.

[Apply Now](#)

Enter Resume Text

Resume Text

Resume Title: Resume-SampeText.docx

Language: English

File Name: [View Attachment](#)

[Continue](#) [Close](#) [Return to Previous Page](#)

Apply Without Using a Resume

This option allows users to proceed directly to the application without uploading any resume information. To apply without a resume:

- Select the radio button to the left of **Apply without using a resume**.
- Click the **Continue** button.

[Apply Now](#)

Choose Resume

Resume Options

How would you like to proceed?

☐ Copy and paste resume text

☐ Upload a new resume

☒ Apply without using a resume

[Continue](#) [Return to Previous Page](#)

Use An Existing Resume

This option will be available to those applicants that have uploaded a resume to the online application system in the past. To use an existing resume:

- Select the radio button to the left of **Apply without using a resume**.
- Select the resume you would like to use, click on the drop down list to the right of **Use an existing resume**.
- Click the **Continue** button.

[Apply Now](#)

Choose Resume

Resume Options

How would you like to proceed?

☐ Copy and paste resume text

☐ Upload a new resume

☒ Use an existing resume

☐ Apply without using a resume

Select Resume...
Resume-SampeText.docx
Select Resume...

[Continue](#) [Return to Previous Page](#)

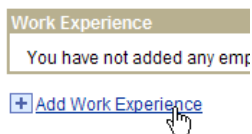
Completing the Education and Work Experience Application Section

The Education and Work Experience section of the application is required. Applicants need to complete all of the fields that apply to their history.

Adding Work Experience

The **Work Experience** section gives applicants the opportunity to list previous employers and jobs. To add work experience to the **Work Experience** section:

1. Click the **Add Work Experience** link.



Work Experience

You have not added any employment.

[+ Add Work Experience](#)

2. Complete the **Enter Employment Details** form. The **Start Date**, **End Date**, **Employer**, **Job Title**, and **Major Duties** fields are required. Applicants should also complete as many of the other fields as possible, including **Telephone**, **Reason for Leaving**, and information in the **Address** section of the form.

NOTE: **Start Date** and **End Date** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the **Start Date** or **End Date** fields and use the [Date Picking feature](#).



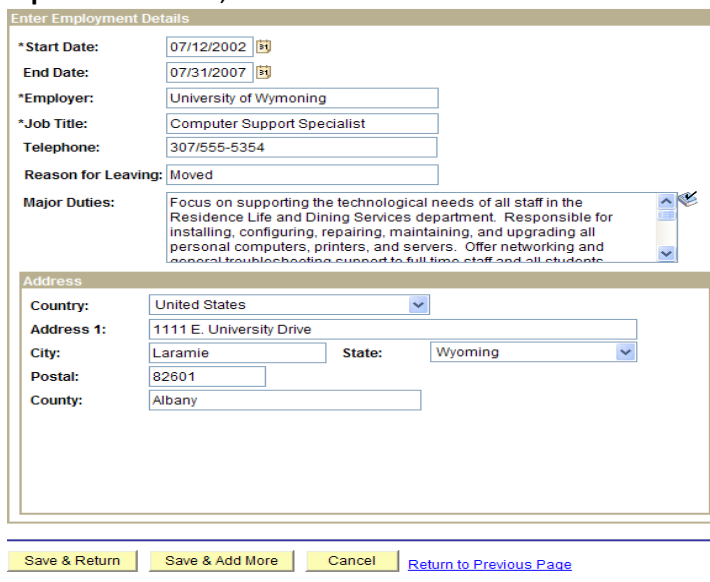
Enter Employment Details

*Start Date: 07/12/2002 


End Date: 07/31/2007 


Choose a date (Alt+5)

Also, the **Major Duties** field will allow applicants to perform a spell check to ensure accuracy. Please refer to the [Using the Spell Check Feature](#) section for more information. Click the **Save & Return** button if you are done entering work experience. If you have additional **Work Experience** to add, click the **Save & Add More** button and repeat the previous steps.



Enter Employment Details

*Start Date: 07/12/2002 

End Date: 07/31/2007 

*Employer: University of Wyoming

*Job Title: Computer Support Specialist

Telephone: 307/555-5354

Reason for Leaving: Moved

Major Duties: Focus on supporting the technological needs of all staff in the Residence Life and Dining Services department. Responsible for installing, configuring, repairing, maintaining, and upgrading all personal computers, printers, and servers. Offer networking and general troubleshooting support to full-time staff and all students.

Address

Country: United States

Address 1: 1111 E. University Drive

City: Laramie State: Wyoming

Postal: 82601

County: Albany

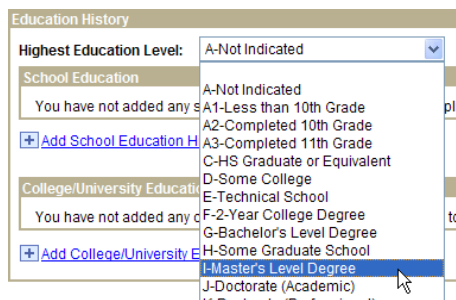
Save & Return Save & Add More Cancel [Return to Previous Page](#)

* Required Field

NOTE: Not all fields in the **Work Experience** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Work Experience** section as completely as possible.

Selecting Education Level

The options in the **Education Level** section, allows applicants to easily communicate the number of years of schooling they have completed, including high school, college, and any technical school education. To select an education level, click the drop down menu to the right of **Highest Education Level:** and select the option that best describes your educational background.

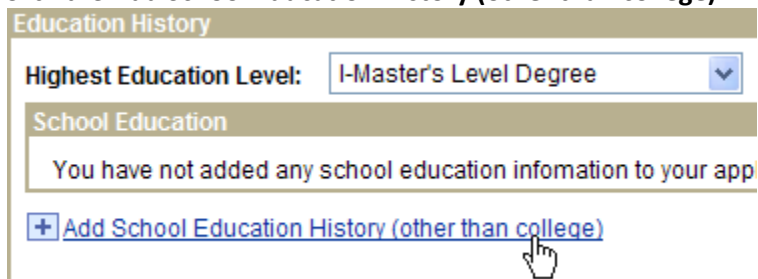
A screenshot of the 'Education History' section. At the top, 'Highest Education Level:' is followed by a dropdown menu currently showing 'A-Not Indicated'. Below this, there are two sections: 'School Education' and 'College/University Education'. Each section has a message 'You have not added any' followed by a list of options. The 'School Education' options are A1-Less than 10th Grade, A2-Completed 10th Grade, A3-Completed 11th Grade, C-HS Graduate or Equivalent, and D-Some College. The 'College/University Education' options are E-Technical School, F-2-Year College Degree, G-Bachelor's Level Degree, H-Some Graduate School, I-Master's Level Degree (which is highlighted by a mouse cursor), and J-Doctorate (Academic).

NOTE: Not all fields in the **Education Level** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Education Level** section as completely as possible.

Adding School Education History

The **School Education History** section is where applicants can identify the schools they attended prior to college. To add a school education to the **School Education History** section:





1. Click the **Add School Education History (other than college)** link.

A screenshot of the 'Education History' form. The 'Highest Education Level:' dropdown is set to 'I-Master's Level Degree'. Below it, the 'School Education' section shows a message: 'You have not added any school education information to your app'. At the bottom of this section is a blue link with a plus icon: '+ Add School Education History (other than college)'. A mouse cursor is pointing at this link.

2. Complete the **Enter School Education Details** form. The **Date Acquired** field is required. Applicants should also complete as many of the other fields as possible, including **Country**, **State**, **School Type**, **School Name**, and **Average** Grade. You should also click the box to the left of **Completed** if you completed your education at this school (i.e. received a diploma).

NOTE: **Date Acquired** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date Acquired field and use the [Date Picking feature](#).

3. Click the **Save & Return** button if you are done entering **School Education Details**. If you have additional **School Education Details** to add, **Save & Add More** button and repeat the previous steps.

Enter School Education Details	
Country:	United States 
State:	Wyoming 
School Type:	High School 
School Name:	Hot Springs County
*Date Acquired:	05/26/1995 
Average Grade:	A <input type="checkbox"/> Completed

[Return to Previous Page](#)

* Required Field

NOTE: Not all fields in the **School Education History** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **School Education History** section as completely as possible.


Adding College/University Education History

The **College/University Education History** section is where applicants can identify the colleges and universities they have attended. To add a college or university to the **College/University Education History** section:

1. Click the **Add College/University Education History** link.

College/University Education

You have not added any college/university education information to your application.

 [Add College/University Education History](#)




2. Complete the **Enter College/University Education Details** form. The **School**, **Major**, and **Degree** fields are required. Applicants should also complete as many of the other fields as possible, including **Country**, **State**, **Average Grade**, and **Hours Earned**. You should also click the box to the left of **Graduated** and complete the **Date Issued** field if you completed your degree at this school (i.e. received a diploma).

NOTE: The **Country**, **School**, and **Major** fields must be completed using the **Look Up** feature. Review [Using the Look Up Feature](#) for more information. If you cannot locate your **School** or **Major** using the **Look Up** feature, click the **Cancel** button and enter the information in the field labeled **Other:** located to the right of both **School** and **Major**.

Also, **Date Issued** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date Issued field and use the [Date Picking feature](#).

- Click the **Save & Return** button if you are done entering **College/University Education Details**. If you have additional **College/University Education Details** to add, **Save & Add More** button and repeat the previous steps.

Enter College/University Education Details

Country:	USA 	United States	
State:	Wyoming		
*School:	University Of Wyoming	Other:	University Of Wyoming
*Major:	ED/Instructional Technology 	Other:	Educ/Inst Media Tech
*Degree:	Master of Science		
Average Grade:	A	Hours Earned:	
	<input checked="" type="checkbox"/> Graduated		
Date Issued:	05/26/2006 		

Example 12/31/2000. If you only know month and year, use 01 for day.

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

* Required Field

NOTE: Not all fields in the **College/University Education History** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **College/University Education History** section as completely as possible.

Adding Licenses and Certificates

The Licenses and Certificates section is the area of the application where applicants can list any special licenses or certificates they may hold that might be beneficial to the position. To add a license or certificate to the Licenses and Certificates section:

- Click the **Add Licenses and Certificates** link.

Licenses and Certificates

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

- Complete the **Enter License or Certificate Details** form. The **License/Certificate** field is required. Applicants should also complete as many of the other fields as possible, including **Issued By**, **License/Certification Number**, **Date Issued**, and **Expiration Date**.

NOTE: The **License/Certificate** field must be completed using the Look Up feature. Review [Using the Look Up Feature](#) for more information.

Also, **Date Issued** and **Expiration Date** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date Issued field and use the [Date Picking feature](#).

3. Click the **Save & Return** button if you are done entering License or Certificate Details. If you have additional License or Certificate Details to add, click the **Save & Add More** button and repeat the previous steps.

License or Certificate Details

***License/Certificate**

ADL

Issued By:

State of AZ

License/Certification Number:

222-654D1

Date Issued:

08/15/2007

Expiration Date:

01/26/2035

Example 12/31/2000. If you only know month and year, use 01 for day.

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

* Required Field

NOTE: Not all fields in the **Licenses and Certificates** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Licenses and Certificates** section as completely as possible. Applicants having licenses or certificates not listed can include these in their resume.

Adding Languages

The **Languages** section allows applicants to identify any additional languages they might speak. To add a language to the **Languages** section:

1. Click the **Add Languages** link.

Languages

You have not added any languages to your application.

[+ Add Languages](#)

2. Complete the **Enter Language Details** form. The **Language** field is required. Applicants should also complete as many of the other fields as possible, including **Speaking Proficiency**, **Reading Proficiency**, and **Writing Proficiency**.
3. Click the **Save & Return** button if you are done entering **Language Details**. If you have additional **Language Details** to add, click the **Save & Add More** button and repeat the previous steps.

Enter Language Details

*Language:

English

Speaking Proficiency:

High

Reading Proficiency:

High

Writing Proficiency:

High

Save & Return

Save & Add More

Cancel

Return to Previous Page

* Required Field

NOTE: Not all fields in the **Languages** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Languages** section as completely as possible.

Adding Memberships

The Memberships section allows applicants to list any professional organizations they might be a member of. To add a membership to the Memberships section:

1. Click the **Add Memberships** link.

Memberships

You have not added any memberships to your application.

+ Add Memberships

2. Complete the **Enter Membership Details** form. Applicants should complete as many of the fields as possible, including **Membership** and **Date Issued**.

NOTE: **Date Issued** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date Issued field and use the [Date Picking feature](#).

Also, if your professional membership is **NOT** listed, please click the **Cancel** button and include the information with your resume.

3. Click the **Save & Return** button if you are done entering Language Details. If you have additional Language Details to add, click the **Save & Add More** button and repeat the previous steps.

Enter Membership Details

Membership:

Association Intl Toastmasters

Date Issued:

03/18/2009

Example 12/31/2000. If you only know month and year, use 01 for day.

Save & Return

Save & Add More

Cancel

Return to Previous Page

NOTE: Not all fields in the **Memberships** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Memberships** section as completely as possible.

Application Questionnaire

The **Application Questionnaire** section contains a list of additional questions that applicants are required to answer as part of the application process. These questions are generally specific to the job and help to better determine qualifications. Applicants should be sure to complete the enter **Application Questionnaire**.

Selecting Referral Information

The City of Mesa likes to know where its applicants heard about job openings. The **Referral Information** section helps gather these details. To complete the **Referral Information** section:

1. Click the drop down menu to the right of **How did you find out about the job?** and select the option that best describes how you heard about the position.
2. Click the drop down menu to the right of **SubSource** and select the most appropriate option.
3. Type any specific referral information in the box to the right of **Specific Referral Source**.
4. If have been previously employed with the City of Mesa, click the radio button to the left of **Yes** when asked **Are you a former employee?** **No** is selected by default. If you have not been employed with the City of Mesa in the past, do not change the selection.

Referral Information

How did you find out about the job?

Internet

SubSource

Not Applicable

Specific Referral Source:

HotJobs.com

Are you a former employee?

☐ Yes

☒ No

My Career Tools

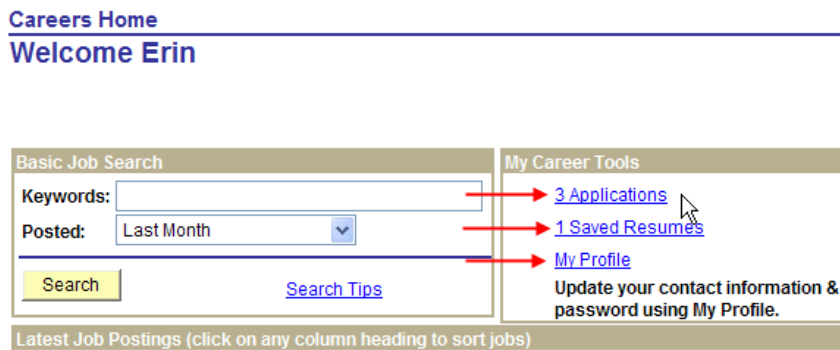
The My Career Tools section gives Applicants one-stop access to profile information, saved applications, and saved resumes. To access **My Career Tools**:

1. [Log into the City of Mesa Careers web site.](#)
2. Click the **My Career Tools** link near the top of the screen.



3. From the My Career Tools home page, applicants can:
 - a. [Update Profile Information](#)
 - b. [Open Saved Applications and continue working on them.](#)
 - c. [View Saved Resumes](#)

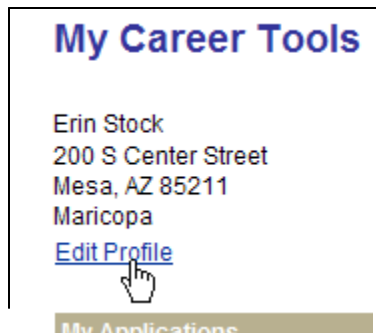
NOTE: You can also quickly access the individual components of the My Career Tools section from the Careers home page.



Updating Profile Information

Information in your profile can be updated as needed through My Career Tools. To update your profile:

1. Open [My Career Tools](#).
2. Click the Edit Profile link.

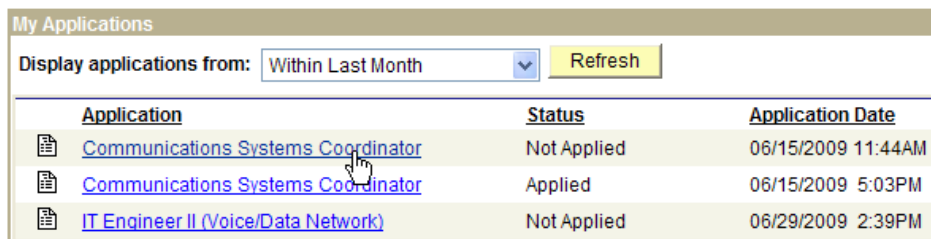





3. Make any necessary changes or [complete your profile](#).
4. Click the **Save** button to finalize your updates.

Accessing Saved Applications

As you work on applications, it is highly recommended that you save periodically – both to prevent loss of data and to provide the ability to return to an application you do not have time to complete. To access a saved application:

1. Open [My Career Tools](#).
2. Click the link for the job application that you would like to continue work on.





My Applications		
Display applications from: Within Last Month <input type="button" value="Refresh"/>		
Application	Status	Application Date
 Communications Systems Coordinator	Not Applied	06/15/2009 11:44AM
 Communications Systems Coordinator	Applied	06/15/2009 5:03PM
 IT Engineer II (Voice/Data Network)	Not Applied	06/29/2009 2:39PM

NOTE: The **Saved Application** screen allows applicants to view all application – complete and incomplete. The information under the **Status** heading whether the application was completed (Applied) or incomplete (Not Applied).

By default, only applications that have been accessed within the last week will be displayed. To show more applications:

- a. Click the drop down menu to the right of **Display applications from:** and select the desired time period.
- b. Click the **Refresh** button to update the display.



My Applications		
Display applications from: Within Last Week <input type="button" value="Refresh"/>		
Application	Status	
 Communications Systems Coordinator	Not Applied	
 Communications Systems Coordinator	Applied	
 IT Engineer II (Voice/Data Network)	Not Applied	

Accessing Saved Resumes

Applicants can open and view resumes that they have uploaded to the Online Application System. To open a saved resume:

1. Open [My Career Tools](#).
2. Click the title of the resume you wish to view.



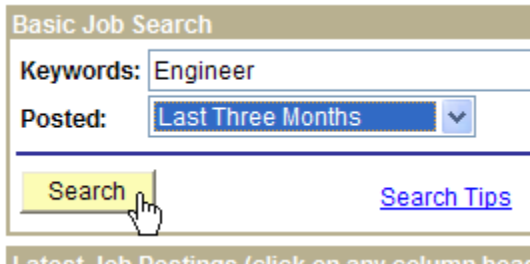
Resumes		
Resume Title	Attached File	Created
Resume-SampeText.docx	Resume-SampeText.docx	06/15/2009 11:56AM

NOTE: To view resumes in a Word (.doc or .docx) format online, you may need to hold your Ctrl key down before clicking on the link, depending on your web browser and security settings.

Searching the Job Postings

At any one time, the City of Mesa may have many open positions. Applicants will see the complete list of all open positions with the City of Mesa on the Careers Home page. If you would like to narrow your results, you can search the job postings. To search the job postings:

1. Type the keyword you would like to search for in the box to the right of **Keywords:** in the **Basic Job Search** section
2. Select a time span from the drop down menu to the right of **Posted:**.
3. Click the **Search** button.



Basic Job Search

Keywords:

Posted:

[Search Tips](#)

4. Jobs matching your keywords posted during the selected time span will be displayed. Follow the instructions for [Finding the Right Job](#) for more information on reviewing positions and applying.

✓ 4 Results Found

Search Results					
Deselect All <input type="button" value="Save Jobs"/> <input type="button" value="Apply Now"/>					
<u>Select</u>	<u>Created</u>	<u>Posting Title</u>	<u>ID #</u>	<u>Job Family</u>	<u>Location</u>
<input type="checkbox"/>	05/25/2009	Engineering Technician III	900015	Engineering	City of Mesa
<input type="checkbox"/>	05/14/2009	Instrument Technician	900012	Engineering	City of Mesa
<input type="checkbox"/>	05/07/2009	Gas System Worker	900025	Gas System	City of Mesa
<input type="checkbox"/>	05/05/2009	Engineering Designer	900003	Engineering	City of Mesa
Deselect All <input type="button" value="Save Jobs"/> <input type="button" value="Apply Now"/>					

NOTE: If there are no Job Postings that match your selected search criteria, **No Results Found** will be displayed.



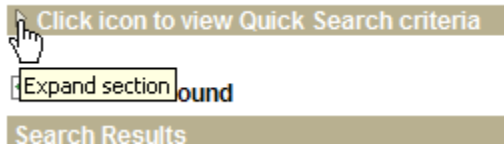
Search Results

No Results Found

Saving a Job Search-Using the Job Agent

Applicants can save a job search and then set the **Use as Job Agent** to notify them by email when job positions are posted. To save a job search and **Use as Job Agent**:

1. Click the arrow to the left of **Click icon to view Quick Search criteria** on the **Search Results** page to expand the section.



2. Click **Save Search** button.

A screenshot of a web form titled 'Basic Job Search'. It has a search bar with the text 'ENGINEER' and a 'Search' button. To the right of the search bar is a 'Save Search' button. A mouse cursor is pointing at the 'Save Search' button. There is also a link labeled 'See'.

3. Type a name for your search in the box to the right of **Name your search:**.

NOTE: Names for searches have to be **20 characters or less**.

4. Click the box to the left of **Use As Job Agent** if you would like to be notified via email of new Job Posting that matches your designated search criteria.
5. Type your email address in the box to the right of **Send Job Agent notification to:**.
6. Click the **Save Search** button.

A screenshot of a web form titled 'Save Search'. It has a field labeled '*Name your search:' with the text 'EngineeringPositions'. Below this is a checkbox labeled 'Use As Job Agent' which is checked. Below the checkbox is a field labeled 'Send Job Agent notification to:' with the text 'ems@email.com'. At the bottom of the form are two buttons: 'Save Search' and 'Cancel'. A mouse cursor is pointing at the 'Save Search' button.

Accessing Saved Job Searches

Applicants can access saved job searches using **My Saved Searches**. From the **My Saved Searches** screen applicants can run saved searches, edit saved searches, and delete saved searches. To access your saved searches:

1. [Log into the City of Mesa Careers web site.](#)
2. Click the **My Saved Searches** link near the top of the screen.



3. From the **My Saved Searches** , applicants can:
 - a. [Edit a search](#)
 - b. [Delete a search](#)
 - c. [Run a search](#)

Saved Searches and Job Agents			
Saved Search	Created On	Job Agent Email Address	Run Search
ENGINEERINGPOSITIONS	2009-07-07	ems@email.com	Edit Delete Run Search

Editing a Saved Search

To edit a saved search:

1. [Access My Saved Searches](#).
2. Click the **Edit** link to the right of search you wish to edit.

Saved Searches and Job Agents			
Saved Search	Created On	Job Agent Email Address	
ENGINEERINGPOSITIONS	2009-07-07	ems@email.com	Edit Delete

3. Update the **Name your search:**, **Send Job Agent notification to:**, **Search For:**, and **Posted:** fields as necessary.
4. Click the **Save Changes** button to complete the update.

Basic Job Search

*Name your search:

ENGINEERINGPOSITIONS

☒ Use As Job Agent

Send Job Agent notification to:

ems@email.com

Search For:

ENGINEER

Posted:

Last Three Mon

Run Search

Save Changes

Search Tips

Save Search

Deleting a Saved Search

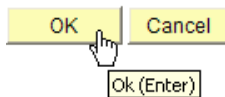
To delete a saved search:

1. [Access My Saved Searches](#).
2. Click the **Delete** link to the right of search you wish to delete.

Saved Searches and Job Agents				
<u>Saved Search</u>	<u>Created On</u>	<u>Job Agent Email Address</u>		<u>Run Search</u>
ENGINEERINGPOSITIONS	2009-07-07	ems@email.com	Edit Delete	

- Click the **OK** button to confirm that you wish to delete the selected search.

Are you sure you want delete your saved search ENGINEERINGPOSITIONS? (18178,283)



NOTE: If you do not wish to delete the selected search, you can click the **Cancel** button at this time.

Running a Saved Search

To run a saved search:

- [Access My Saved Searches.](#)
- Click the **Run Search** button to the right of the search you wish to execute.

Saved Searches and Job Agents				
<u>Saved Search</u>	<u>Created On</u>	<u>Job Agent Email Address</u>		<u>Run Search</u>
ENGINEERINGPOSITIONS	2009-07-07	ems@email.com	Edit Delete	Run Search

- Job Postings matching your search criteria will be displayed. Follow the instructions for [Finding the Right Job](#) for more information on reviewing positions and applying.

✓ 4 Results Found

Search Results					
		Deselect All	Save Jobs	Apply Now	
<u>Select</u>	<u>Created</u>	<u>Posting Title</u>	<u>ID #</u>	<u>Job Family</u>	<u>Location</u>
<input type="checkbox"/>	05/25/2009	Engineering Technician III	900015	Engineering	City of Mesa
<input type="checkbox"/>	05/14/2009	Instrument Technician	900012	Engineering	City of Mesa
<input type="checkbox"/>	05/07/2009	Gas System Worker	900025	Gas System	City of Mesa
<input type="checkbox"/>	05/05/2009	Engineering Designer	900003	Engineering	City of Mesa

NOTE: If there are no Job Postings that match your selected search criteria, **No Results Found** will be displayed.

Search Results
No Results Found

Using the Spell Check Feature

Certain sections of the Online Application system allow applicants to perform a spell check. These sections will be identified with the following icon:



To begin performing a spell check on the section, simply click the icon. A window similar to the following will appear:

Spell Check

Field Label: Resume

Spell Check Text: Cumulative GPA 4.0

DeVry Institute of Technology Phoenix, Arizona
Bachelor of Science, Computer Information Systems
June 2001
Cumulative GPA 3.57 Cum Laude

Change To: GAP

Alternatives:
GAP
PA
GPI
GPO

Ignore Ignore All Change Change All Add

OK Cancel

Misspelled words will be highlighted in the box to the right of **Spell Check Text:**. The following options are available for correcting misspelled words:

1. **Ignore:** Skips the selected word. This is a good option if the selected word is correct or if you do not wish to change it.
2. **Ignore All:** Ignores every instance of the highlighted word if it appears multiple times in the text.
3. **Change:** Changes the highlighted word to the word that is selected in the box to right of Alternatives:.
4. **Change All:** Changes every instance of the highlighted word if it appears multiple times in the text to the word that is selected in the box to the right of Alternatives:.

Click the **OK** button when you have finished spell checking the section in question.

Using the Date Picking Feature

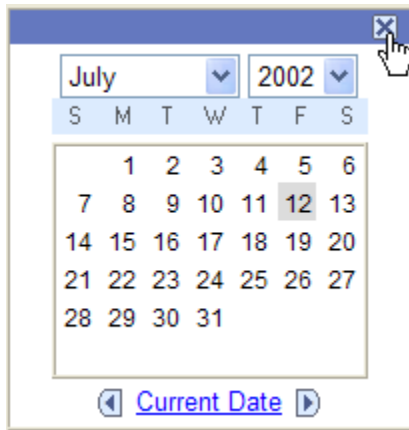
Certain sections of the Online Application System allow applicants to use a date selection tool to fill in fields. These sections will be identified with the following icon:



To select a date, simply click the **Calendar** icon and:

1. Click the drop down arrow next to the month and select the desired month.

2. Click the drop down arrow next to the year and select the desired year.
3. Click the appropriate date on the calendar.



4. The date picking window will close once all of the selections have been made and the date you selected will appear in the field.

*Start Date:

Using the Look Up Feature

Certain sections of the Online Application System require applicants to use a look up tool to fill in fields. When you click on the icon, you get a table list from which to make a selection. Users should not type in the field or try to search to find items on the table list – please scroll. In some cases, an “other” field is provided, which allows the user to type in information that they were not able to locate on the table list.

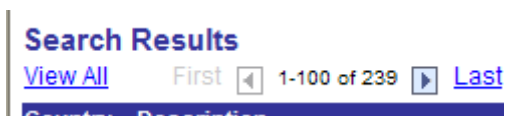
These sections will be identified with the following icon: 

To use the look up tool:

1. Click the **Look Up** icon. [**Warning!** Don't type in the field]
2. The first 100 options associated with the lookup field will be displayed.
3. Use the left and right arrows at the top of the list to navigate back and forth between the available pages of options.

OR

Click the **View All** link to see the entire list at one time.



4. Click the link associated with the desired option to select it.

Look Up Country

Search by: begins with

[Advanced Lookup](#)

Search Results

[View All](#) First 1-100 of 239 [Last](#)

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa

5. Your selected option will now appear in the form field.

Enter College/University Education Details

Country: Netherlands Antilles